

CPD MONITORING SUMMARY FORM			
Name of Program Participant:			
Name(s) of Reviewer(s):		Date/Time of Exit Conference:	
Location:		On-Site or Remote?	

Instructions: This form is designed to summarize a monitoring and serve as the basis for the exit conference and the monitoring letter. It is recommended that the HUD reviewer fill out Section A of this the form as the review is being conducted.

A. MONITORING SUMMARY

1. PROGRAM(S)/TECHNICAL AREA(S) REVIEWED:

2. EXHIBITS USED (List Exhibit Number and Name/Subject Area):

3. AREAS NOT COVERED AND REASONS WHY (If applicable):

4. MONITORING CONCLUSIONS (Including technical assistance provided):

5. EXEMPLARY PRACTICES/PERFORMANCE (If applicable):

6. MONITORING FINDINGS (If any, list each one separately. Include the statutory, regulatory or other authority for the Finding, a summary of the basis for the Finding, proposed/required corrective action(s) and dates):

7. MONITORING CONCERNS (If any, list each one separately. Include a summary of the cause and suggested actions, if any):

B. EXIT CONFERENCE

1. NAMES AND TITLES OF HUD STAFF PARTICIPATING IN EXIT CONFERENCE:

2. NAMES AND TITLES OF PROGRAM PARTICIPANT STAFF IN ATTENDANCE:

3. DISCUSSION (Highlights, including areas of disagreement, if any):

4. AREAS OF FOLLOW-UP, IF APPLICABLE: